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Secretariat

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Secretary-General's bulletin

Revision of staff rule 104.14

The Secretary-General, pursuant to staff regulation 12.2, hereby promulgates the text of revised staff rule 104.14, as set out in the annex to the present bulletin.

Section 1
Purpose

The purpose of revised staff rule 104.14 is to set out the rules governing the establishment, membership and functions of the central review bodies that will advise the Secretary-General on appointments and promotions under the 100 series of the Staff Rules.

Section 2
Final provision

The revised rule shall enter into force on 1 May 2002.

(*Signed*) Kofi A. **Annan**
Secretary-General

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Annex

Revised staff rule 104.14

Rule 104.14
Central review bodies

Establishment

(a) Central review bodies shall be established by the Secretary-General as follows:

(i) A Central Review Board at Headquarters and at designated duty stations to give advice on the appointment at and the promotion of staff to the P-5 and D-1 levels;

(ii) A Central Review Committee at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the Professional category up to the P-4 level, except that advice on the appointment of candidates having successfully passed a competitive examination shall be given by Boards of Examiners, in accordance with rule 104.15;

(iii) A Central Review Panel at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the General Service and related categories, under terms and conditions defined by the Secretary-General.

Subsidiary panels may be established as necessary.

(b) Executive heads of programmes, funds and subsidiary organs of the United Nations to whom the Secretary-General has delegated appointment and promotion functions may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary organs. The composition and functions of such advisory bodies shall be generally similar to those of the central review bodies established by the Secretary-General.

Membership of the Central Review Board

(c) Each Central Review Board shall be composed of staff members at the D-1 level and above, as follows:

(i) Three members and an appropriate number of alternates, selected by the Secretary-General;

(ii) Three members and as many alternates as those appointed under subparagraph (i), who shall be selected by the appropriate staff representative body;

(iii) One additional member, with voting rights, selected jointly by the members selected by the Secretary-General and the members selected by the staff;

(iv) The Assistant Secretary-General for Human Resources Management, or an authorized representative, as an ex officio non-voting member.

(d) Members and alternates shall be appointed for a period of two years and shall serve for a maximum of four years.

(e) Each Central Review Board shall elect its own chairperson and establish its own procedures.

Membership of Central Review Committees

(f) Each Central Review Committee shall be composed in a manner similar to that of the Central Review Board, except that its members shall be at the P-4 level and above. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Membership of Central Review Panels and subsidiary panels

(g) Each Central Review Panel shall be composed in a manner similar to that of the Central Review Board, except that its members shall be composed of staff members in the Professional category or staff in the General Service and related categories whose rank is not below that of the level of the post to which appointment or promotion is contemplated. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Functions of the central review bodies

(h) *Appointment and promotion*

(i) The central review bodies shall advise the Secretary-General on all appointments of one year or longer and on the promotion of staff after such appointment, except in the following cases:

a. Appointment of persons recruited specifically for service with a mission;

b. Appointment of candidates having successfully passed a competitive examination, in accordance with rule 104.15;

c. Appointment at the entry level or promotion within the General Service and related categories of candidates having successfully passed an entrance test or examination, under conditions defined by the Secretary-General;

(ii) The central review bodies shall review the process for compliance with the pre-approved selection criteria and shall offer recommendations. Where these recommendations are not in line with those of the relevant manager, they shall transmit their recommendations for final decision to the Secretary-General, who shall give due consideration to the recommendations of the central review bodies.

(i) *Review*

(i) The central review bodies shall review the suitability for permanent appointment of staff members holding a probationary appointment to ensure that they have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter of the United Nations. The central review bodies may recommend conversion to permanent appointment, extension of the probationary period for one additional year or separation from service;

(ii) The central review bodies shall also review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.1 (a).